

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
JOB OPPORTUNITY  
ASSOCIATE ACCOUNTS EXAMINER  
00011544

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** CANDIDATES ON A CURRENT EXAMINATION LIST

**Location:** 505 Hudson Street, Hartford

**Job Posting No:** 11544

**Hours:** 40 hours per week

**Salary:** \$71,988-\$92,585 (AR-26)

**Closing Date:** August 30, 2013

**Eligibility Requirement:** Candidates must have applied for and passed the Associate Accounts Examiner examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; interpersonal skills; oral and written communication skills; considerable ability to analyze financial records, documents, and reports; ability to prepare reports including narrative and statistical sections; some supervisory ability.

**Examples of Duties:** Performs highly complex and difficult examination work involving the financial records of State agencies, businesses, municipalities, or other entities receiving money distributed and monitored by the State; determines priorities; assigns and reviews work; establishes and maintains unit procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; examines complex and varied financial documents and data submitted; researches historical and/or other related data as needed; analyzes and compares data to determine appropriate status or action; determines compliance of documents or procedures with laws, regulations and any state or federal requirements; holds meetings with audit subjects; may participate in conferences and hearings; may coordinate unit workflow; performs related duties as required.

**General Experience:**

Seven (7) years of experience in accounting or auditing.

**Special Experience:** One (1) year of the General Experience must have been at the professional level.

**Note:**

Professional level accounting or auditing is interpreted as work performed as a professional Accountant, Auditor, or Accounts Examiner with responsibility for the exercise of independent analysis and judgement in the application of professional accounting principles and practices.

**Substitutions Allowed:**

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit **(please do not email or fax your application package)** a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business August 30, 2013** to:

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**  
**Human Resources Office**  
**505 Hudson Street**  
**Hartford, CT 06106**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.